



Portia Precious Skosana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am looking for Administrative, receptionist and data capturing jobs.

I have knowledge and experience in the above mentioned positions.

I have communication, interpersonal, computer skills and I have the ability to work in a team.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Siyabuswa Mpumalanga Pretoria / Tshwane Gauteng Witbank Mpumalanga

Contacts and general information about me

Gender	Female
Residential location	Matjhiding Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Company name	CMR NORTH
You were working at:	Administrators
Occupation	Administrative assistant
What you did at this job position?	Data capturing, filing archiving retrieving, photocopy, scanning, printing, typing, answering calls, receiving clients, directing calls and handling enquiries,

Education

Degree Certificate
 Educational institution Tshwane North College
 Educational qualification N6 Certificate in business management
 I could work An administrator, Administrative assistant, receptionist,data capturing, filing clerk, cashier,sales representative, telesales/marketer, marketing consultant,call centre

Educational period **nuo 2011.01 iki 2013.12**

Degree Grade 12 / Matric
 Educational institution Sovetjheza Secondary School
 Educational qualification Matric
 I could work Cashier,sales agent,call centre and data capturer

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiNdebele	very good	very good	very good
Sepedi	good	good	do not know

Computer knowledge

I have knowledge and understanding of using Microsoft Office and outlook

Recommendations

Contact person Neo Mashao
 Occupation Social worker manager
 Company CMR NORTH
 Telephone number +27 72 468 3794
 Email address neo@cmrn.co.za

Additional information

Your hobbies Walking, watching TV and excersing
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2022-03-00 (2 years)
 Salary you wish R6000 R per month
 How much do you earn now R0:00 R per month